

ADMINISTRATIVE - INTERNAL USE ONLY

19 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

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SUBJECT: OIS Weekly Report (12 - 18 February 1987)

1. The Agency Forms Manager, assigned to the Information Resources Management Division (IRMD), has been in contact with representatives from Wallace Computer Services and Electronic Form Systems to discuss new software for use in forms management. Tests will be made to determine the feasibility of replacing the present forms management system with a system that will accommodate all Agency forms including electronic forms.

2. A representative from the Classification Management Branch, IRMD, gave five briefings to Agency components on the security classification procedures prescribed in Executive Order 12356. Included in the briefings were the Audit Staff, the Office of Communications, and the Office of Logistics.

3. The backlog of initial FOIA/PA requests now stands at 1173. This compares with 1529 one year ago and 2757 two years ago. 

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Attachment

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ADMINISTRATIVE-INTERNAL USE ONLY

18 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Chief, Information and Privacy Division, OIS

STAT

SUBJECT: IPD/OIS Weekly Report (11 - 17 February 1987)

		1987 Weekly Average
1.	<u>The Week in Review</u>	<u>11 - 17 Feb 87</u>
	a. New cases	75 49.3
	b. Cases closed	51 49.0
	c. New appeals logged	0 1.0
	d. Appeals closed	1 2.1
	e. Manpower (man-weeks)	120.1 93.0
2.	<u>Current Workload</u>	
	a. Initial requests - 1173	
	b. Requests in administrative appeal - 158	
	c. Requests in litigation - 52	

3. Spotlighted Requests

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5. Item of Special Interest

a. Records officers throughout the Agency, including IPD personnel, have been busy this week retrieving records on response to a subpoena from the Special Prosecutor concerning the Iranian/Contra affair. At a time when we were able to do little to close cases, we received an unusual number of incoming requests.



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STAT HGH/KK:krc, [] (18 February 1987) (FINAL)
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1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS []
1 - DDO/IRO
STAT 25 - DDO/IMS []
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH
1 - LSS

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

17 February 1987

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 10 February 1987 - 17 February 1987

There were no significant developments in CRD this week.



C/CRD


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ADMINISTRATIVE INTERNAL USE ONLY

17 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:


Chief, Regulatory Policy Division, OIS

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SUBJECT: Regulatory Policy Division Activities
11 - 17 February 1987

1. RPD is currently processing 144 jobs, a decrease of four over last weeks total.

2. Priority processing was provided for an employee bulletin initiated by the Office of Personnel to announce the first open season for the Government-wide Thrift Savings Plan. Because of the complexities of the new retirement legislation and the important impact it has on all Agency employees, considerable coordination and discussion was required with the Office of General Counsel, the Office of Finance, and the initiator before all suggested changes could be incorporated into the final revision.

4. An employee bulletin is being processed to announce an exhibit honoring Robert C. Ames, former Director, Office of Near Eastern and South Asian Analysis, DDI, and his colleagues who were killed in the 1983 bombing of the U.S. Embassy in Beirut. Included in the exhibit is a bronze plaque which was presented to the DCI by the President of La Salle University to commemorate the sacrifice of Mr. Ames and his colleagues.


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C O N F I D E N T I A L

17 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources
Management Division

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SUBJECT: IRMD Weekly Report (11 - 17 February 1987)

SIGNIFICANT ITEMS/EVENTS

a. Forms Management. The Agency Forms Manager has been in contact with representatives from Wallace Computer Services and Electronic Form Systems to discuss new software packages that can be used for forms management. Presentations will be conducted by these companies in the near future to help determine the possibility of replacing the existing forms management system with a system that will better accommodate all Agency forms, including electronic forms.

b. Micrographics. Another request for a microfiche viewer was satisfied by providing a viewer that had been previously turned in to IRMD. \$220.00 is saved each time we are able to provide a viewer this way.

c. Quarterly Planning Conference. Information Resources Management Division management held its quarterly planning conference on 13 February 1987.

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d. Classification Security Briefings.
Classification Management Branch, provided five briefings during this period on security classification markings and the practical application of the classification precepts contained in Executive Order 12356 - National Security Information. Groups briefed included the Audit Staff, the Office of Communications and the Office of Logistics.

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C O N F I D E N T I A L

C O N F I D E N T I A L

e. Records Center Activities. Records Center personnel performed the following activities during the week:

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RAMS:	Made 9 additions, 19 deletions and 9 changes.
ARCINS:	Jobs received/edited: 7. Jobs keyed: 13 consisting of 1,902 entries.
Accessions:	Received 14 jobs totalling 89 cubic feet.
References:	Serviced 1,236 requests for records, 68 were for annuitants.
Special Runs:	Two: one to OCA and one to OF.

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C O N F I D E N T I A L

DA/OIS/IRMD/[] (17 February 1987)

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Distribution:

- Original & 6 - Addressee
- 1 - IRMD Subject: IRMD Weekly Report w/att
- 1 - IRMD Chrono